



FAX IT TO ESC

NC Employment Security Commission



Date: _____

FAX TO ESC Local Office Serving your Area: _____

Local Office FAX Nbr: (____) _____ Local Office E-Mail: _____

NC JobConnector

☐ Unsuppressed-Contact information is available to potential job seekers and **anyone else with access to the internet.** Does not require staff intervention.

☐ Partially Suppressed-Contact information is available to qualified job seekers. Will require some staff intervention.

☐ Suppressed-Contact information is available to qualified job seekers after staff has contacted employer and received permission to refer. Will require staff intervention for **each** referral.

Company Name:		Federal I.D. or Employer Acct. No.:				
<input type="checkbox"/> Federal Contractor		<input type="checkbox"/> Under affirmative action compliance				
Job Location Information:						
Physical Address:						
City:		State:	Zip:			
Phone:		Alternate Phone:				
Fax:		Email:				
Contact Person:		Title:				
Contact Information:		<input type="checkbox"/> Contact Information same as Job Location Address				
Mailing Address:						
City:		State:	Zip:			
Phone:		Alternate Phone:				
Fax:		Email:				
How would you like ESC to contact you?						
<input type="checkbox"/> Phone	<input type="checkbox"/> Fax	<input type="checkbox"/> Mail	<input type="checkbox"/> Email			
Any special contact instructions?						
How would you like Job Seekers to contact you?						
<input type="checkbox"/> Phone	<input type="checkbox"/> Fax	<input type="checkbox"/> Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Send Direct	<input type="checkbox"/> Complete Application at ESC	<input type="checkbox"/> Apply Online
Any special contact instructions?						
Job Details:						
Job Title:						
Type of Employment?						
<input type="checkbox"/> Full Time		<input type="checkbox"/> Permanent				
<input type="checkbox"/> Part Time (hours per week)		<input type="checkbox"/> Temporary		Job Duration (# of days)		
Work Schedule: (for example 8a-5p M-F)		Days:		Hours:		
Salary Information:		<input type="checkbox"/> Show Salary Information to Jobseeker				
		Minimum:		Maximum:		
Number of Positions:			Number of Referrals Desired:			
Keep Job Order Open Until: (Cannot exceed 30 days without notifying local office staff)			Minimum Age:			
<input type="checkbox"/> Drug Test Required			<input type="checkbox"/> Background Check Required			



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COMPANY NAME: _____ JOB TITLE: _____

Benefits:	<input type="checkbox"/> 401K	<input type="checkbox"/> Education Assistance	<input type="checkbox"/> Pension
	<input type="checkbox"/> Clothing/Uniform Allowance	<input type="checkbox"/> Medical	<input type="checkbox"/> Relocation Assistance
	<input type="checkbox"/> Dental	<input type="checkbox"/> Paid Vacation	<input type="checkbox"/> Vision

Education, Licenses, and Certifications:					
Education required: <i>(High school diploma/GED, College graduate-specific degree, etc.):</i>					
Career Readiness Certification Required: <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Not Applicable					
Occupational Licenses/Certifications Preferred:					
Driver's License Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		CDL: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C			
Endorsements:					
Languages Preferred:	<input type="checkbox"/> American Sign Language	<input type="checkbox"/> Chinese	<input type="checkbox"/> French	<input type="checkbox"/> Japanese	<input type="checkbox"/> Vietnamese
	<input type="checkbox"/> Arabic	<input type="checkbox"/> English	<input type="checkbox"/> German	<input type="checkbox"/> Spanish	

Job Summary – Please provide a detailed job description	
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TELL US AT LEAST FIVE (5) OF THE MOST IMPORTANT TASKS/SKILLS PERFORMED IN THIS POSITION.
Provide as much detail as possible – the more information you provide, the better we can match your needs with job seekers' experience.

Enter the experience you want job seekers to have in this area. If "Experience Required" is checked, job seekers must have at least the number of months specified. Otherwise, job seekers with less experience may be referred.

	PRIMARY TASKS/SKILLS	MONTHS OF EXPERIENCE	EXPERIENCE REQUIRED
1			<input type="checkbox"/>
2			<input type="checkbox"/>
3			<input type="checkbox"/>
4			<input type="checkbox"/>
5			<input type="checkbox"/>

☐ Additional information on job description attached